



POSITION TITLE: Fundraising Manager

Bridges to Housing Stability, Inc. (“Bridges”) is a 501(c)(3) nonprofit organization based in Howard County, Maryland. Bridges’ mission is to provide a path to self-sufficiency to prevent and end homelessness through affordable housing solutions and advocacy in Howard County. Bridges works towards building a community in which families working towards self-sufficiency can obtain and maintain housing stability. To that end, Bridges provides affordable housing and/or case management to households who are precariously housed and overburdened with rent, facing eviction and at risk of homelessness, or already homeless. For more information, please see www.bridges2hs.org.

POSITION SUMMARY

Bridges is searching for a Fundraising Manager who has experience coordinating fundraising efforts, excellent leadership skills, and a desire to make their community better. The Fundraising Manager works with the Board of Directors (Board), Executive Director (ED), Deputy Director (DD) and Resource Development Committee (RDC) to develop and manage campaigns and events that bring in donations from various sources. This includes activities such as building good relationships with donors across multiple sectors, delegating tasks, creating effective strategies for maximizing donations, developing plans to ensure annual targets are met and providing updates on fundraising progress to organizational leaders.

DUTIES AND RESPONSIBILITIES

General:

- Maintain Bridges’ standards of confidentiality
- Set and maintain Bridges’ policy of respect, professionalism, confidentiality, and compassion
- Participate in Bridges’ training and, on occasion, networking events and weekend Bridges’ activities in person
- Attend Board meetings as requested and monthly staff meetings in person
- Supervise part-time grant writer

Fundraising:

- Assist the Board, ED and DD in all fundraising functions, including acting as the liaison with any third-party consultants.
- Work with RDC to establish annual fundraising goals, a year-round fundraising plan, and budget consistent with development/fundraising plan.
- Provide status reports on fundraising outcomes to the Board, ED and DD.



- Direct and supervise activities of Grant writer
- Research fundraising opportunities. Develop and execute fundraising strategies.
- Implement any existing fundraising plans.
- Plan, manage, and act as the lead staff for all fundraising activities and campaigns.
- Work with the Board, ED and DD to solidify Bridges' existing relationships and establish new relationships with other organizations and individuals in the community, particularly the faith-based organizations, other nonprofits, government agencies, public officials, local corporations, individual donors, and local leaders and activists.
- Assist in securing donor sponsorships.
- Engage and cultivate donors, focusing on businesses and individuals (growing the number of active donors in Bridges' donor database and converting lapsed donors to active donors).
- Provide content for social media posts relating to Bridges' activities (including fundraising efforts) and accomplishments.
- Serve as the staff liaison for, and ex-officio member of, the RDC, attend all RDC meetings, and be responsible for reporting to the RDC on all fundraising activities.
- Work with RDC Chairperson, ED, and DD in prospecting, developing and recruiting new RDC members as well as corporate event partners.
- Work with the Volunteer Coordinator to recruit volunteers. Assign tasks and supervise the progress of volunteers relating to fundraising tasks & events.
- Develop a working knowledge of the Howard County community and, particularly, the philanthropic community within the county.
- Annually, develop fundraising tool kit (including coordinate fundraising marketing materials) to meet annual fundraising goal.
- Maintain fundraising records and manage the donor database to ensure accurate donor records and prompt acknowledgments.
- Assist in the Network for Good reconciliation process.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree required
- Prefer at least 2 years prior experience in fundraising and/or development for a nonprofit with a proven track record of successful fundraising, individual gifts, capital campaign, special events and team management
- Excellent planning, organizational and follow-up skills
- Proficiency in Microsoft Office Suite products
- Familiarity with Network for Good or similar donor database preferred
- Familiarity with Canva a plus



- Work within or lead a team, multi-task, and maintain positive relationships
- Represent Bridges in the general community
- Work effectively with volunteers, staff and board
- Plan and work independently and handle multiple priorities
- Excellent written and verbal communication skills
- Preference for knowledge and understanding of (or proven ability to learn and apply principles of) affordable housing and/or homelessness services
- Must possess a MD driver's license, a vehicle and car insurance; must be willing to use vehicle for job-related activities

Diversity in organizational practices is a core value of Bridges to Housing Stability, Inc. resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds. Bridges is an Equal Employment Opportunity employer.

HOURS: This is a full time (40-hours a week), salaried, exempt position

SUPERVISOR: Executive Director.

SALARY: \$50k to \$60k. Commensurate with experience.

BENEFITS: Bridges provides medical, dental, vision and life insurance, short-term disability, Bridges' retirement account matching (up to 3% of salary), and flexible leave.

Visit www.bridges2hs.org for additional information about Bridges and its various programs.